

**MEETING MINUTES
MILPITAS COMMUNITY ADVISORY COMMISSION
Milpitas City Hall, Committee Meeting Room
Wednesday, November 7, 2018**

- I. Call to Order & Roll Call** Chair Thelma Batilo called the meeting to order at 7:00 PM
Present: Chair Thelma Batilo, Syed Mohsin, Mike Bilbao, Oscar Leon, Michelle Manassau

Alternate Commissioners Not Present: Michael Lee, George Chen, Vishal Gandhi

Absent Commissioners: Excused Absences: Vice Chair Ashish Kathapurkar, Jose Rosario, Ashok Sharma. Non Excused Absence: Van Lan Troung

- II. Seating of Alternates** – None

- III. Pledge of Allegiance** – Chair Thelma Batilo led the Pledge of Allegiance

- IV. Approval of Agenda** – Motion carried unanimously.

- V. Approval of Minutes – Minutes of October 3, 2018** – Motion carried unanimously.

- VI. Public Forum** – None

- VII. Announcements** – none

- VIII. Liaison Report** – Vice Mayor Grilli was not present.

- VII. Announcements** – Hang is leaving and Avery Stark will be liaison for this committee.

- IX. Business Items**

A. Gateway Sign

The CAC has been discussing gateway signs for the City. Gateway subcommittee is not present and will continue discussion next time.

B. General Plan Advisory Committee Report

CAC members serving on the City's General Plan Advisory Committee (GPAC) provided an update. City wants more people to apply for commissions and be part of the City. GPAC is working on policies and will meet again on Dec. 19 and Jan 16. In handbook, bylaws will be established. One of the bylaws will be that only 3 absences is allowed for commissioners. Another bylaw that is being considered is the maximum Term limit to be 3 terms. Commissioners can either join another commission or take a break for full term after 3 terms. Bylaws will be updated across the board so there is consistency with all the commissions

C. Subcommittee Presentation and Timeline

Purpose and objective of National Night Out was established in their previous meeting and a presentation was prepared. Presentation can be used as a sample for other subcommittees to

establish their purpose and objectives.

Budget Subcommittee's role and purpose was discussed. It will be responsible for reminding commission on managing budgets. Event organized by the City in the Park for children had a lot of leftover play doughs. Orders like these should be budgeted and planned.

X. Commissioners' Round Table

This time is for Commissioners to share information they feel may be of interest to the Commission.

Handbook is being reviewed by council and will be brought city wide to all commissions.

A lot of Commissioners terms have expire and have to mail Mayor in order to renew.

Election results were discussed.

Decmeber 1 is Christmas tree lighting Ceremony.

For December 5 meeting, invite City Council and have potluck according to tradition.

Review Subcommittee Member Assignments and Update as Needed

Make a Difference Day:	Batilo, Mohsin, Lee, Sharma (A)
National Night Out:	Mohsin, Manassau, Truong, Chen (A)
NBO Awards:	Chen, Manassau, Rosario, Leon (A)
Spring Cleanup Day:	Sharma, Manassau, Bilbao, Batilo (A)
Town Hall Meeting:	Kathapurkar, Gandhi, Leon, Sharma, (A)
Tree Planting:	Kathapurkar, Bilbao, Rosario, Mohsin (A)
Budget:	Lee, Gandhi, Leon, Kathapurkar (A)
Gateway Sign:	Batilo, Rosario, Truong, Kathapurkar (A)

XI. Adjournment: to December 5, 2018